

NAVFACINST 5604.5C
FAC 915
14 JUN 1996

NAVFAC INSTRUCTION 5604.5C

From: Commander, Naval Facilities Engineering Command

Subj: DUPLICATION MACHINE, MANUSCRIPT PREPARATION, PRINTING OR
REPRODUCTION, MICROFORM, FILM PROCESSING AND CALLIGRAPHY
SERVICE

Ref: (a) NAVFAC P-346, "Publication Standards"
(b) NAVFACINST 5600.2G, "Publications Program"
(c) OCPMINST 12752.1/CHG 1, "DoN Disciplinary Actions"
(d) NAVFACINST 5510.11C, "Naval Facilities Engineering Command Information and
Personnel Security Manual" and Change 1
(e) Public Law 97-177, "Prompt Payment Act"
(f) NAVSO, P-35, "DoN Publications and Printing Regulations"
(g) NAVFACINST 4651.4B, "Naval Facilities Engineering Command Travel Policy and
Procedures"

Encl: (1) Guidelines for preparation of DD Form 283
(2) Guidelines for preparation of DD form 282
(3) Guidelines for preparation of Standard Form 1
(4) Guidelines for preparation of Publications Running sheet and Circle Folios
(5) Guidelines for preparation of an Office Service Request

1. Purpose. To establish policies and procedures for Code 915 approval on procurement of the subject services for Naval Facilities Engineering Command Headquarters (NAVFACENGCOM HQ).

2. Cancellation. NAVFACINST 5604.5B of 17 July 1987.

3. Definitions.

a. Duplication Machines. Self-service equipment used to produce immediate facsimiles of documents.

b. Manuscript Preparation. Services necessary to make a document ready for printing or reproduction.

c. Printing. Requisitioned services to produce facsimiles of documents with negatives.

d. Reproduction. Requisitioned services to produce facsimiles or transparencies of documents with negatives.

e. Microform. A medium of miniature documents requiring special equipment to read.

f. Film Processing. Development of photographic media--such as negatives, prints, photostats, slides, and other related products.

g. Calligraphy. Hand lettering, generally reserved for certificates.

4. Policies.

a. General

(1) Code 915 shall approve procurement of all NAVFACENGCOMHQ manuscript preparation, printing or reproduction, microform, film processing and calligraphy services.

(2) All subject services shall directly support NAVFACENGCOMHQ business.

(3) Sponsoring codes shall plan their projects such that requested turnaround times do not incur additional costs. All requests for premium service that increase costs shall be initialed by the Directorate's Resource Manager. Enclosures (1) through (4) explain the process required for obtaining approval to procure the subject services.

b. Duplication Machine Services

(1) Code 915 shall approve and fund all installations, modifications to or removals of common area duplication machines in NAVFACENGCOMHQ.

(2) Cumulative volume duplication shall not exceed one ream of paper (500 pages) per person in the same day.

(3) Multiple copy duplication shall not exceed the known requirement. Available Government documents shall be procured instead of copied; and no copyrighted material shall be copied beyond authorized limits.

(4) All classified duplication shall comply with reference (d) and be produced on the machines reserved for that purpose in rooms 12S15 and 11S55 by authorized NAVFACENGCOM employees with appropriate security clearances. Reference (d) defines approval authorities for reproduction of Top Secret, Secret and Confidential documents. No other machines are authorized for duplication of classified material.

(5) Users shall close machine lids during operation for eye protection and to reduce wear and tear on the machine.

(6) Users shall report hallway duplication machine breakdowns, toner and development requirements or problems to the Administrative Services Branch, Code 9152. Machines in individual offices shall be maintained by trained employees within those offices.

c. Manuscript Preparation Services

(1) Manuscript preparation services shall comply with references (a) and (b) and also reference (d) when classified.

(2) Code 915 shall approve all contracts for manuscript preparation services when the services are essential and either unavailable or more expensive to perform in-house.

(3) Sponsoring codes shall complete enclosures (1) and (2) when requesting manuscript preparation services, and forward to Code 915 for approval.

(4) Sponsoring codes shall fund all manuscripts preparation services except those that fall under broad requirements contracts created at the discretion of Code 915.

(5) For timely material requiring last-minute changes, sponsoring codes shall provide Code 915 with the estimated number and a definition of each type of projected changes-such as a new name, rank, area code, duty station, registration type and registration location for each change in the tabular alphabetical listing and professional register of NAVFAC P-1.

(6) Sponsoring codes shall initial Code 915 specifications before contractors are invited to bid, unless the sponsor waives this privilege in writing.

(7) All contracted work shall conform to its specifications at the time of bid without any modifications, deletions or additions.

(8) In accordance with provisions of reference (e), sponsoring codes shall inform Code 915 within two workdays if completed contractor work does not conform with specifications. Otherwise, the work shall be presumed satisfactory and payment authorized. However, a sponsoring code may attach a memorandum to DD Form 283 requesting inclusion in the bid specifications of a specified product evaluation period before issuance of an invoice. The evaluation period shall not exceed 10 workdays.

d. Printing and Reproduction Services

(1) In accordance with reference (b), the Administrative Services Division, Code 915, is the sole NAVFACENGCOM liaison to the Navy Publications and Printing Service.

(2) In accordance with references (b) and (f), all printing services shall be requisitioned from the Defense Document Automation Service.

(3) Sponsoring codes shall set quantities to fulfill designated distribution requirements approved by Code 915.

(4) Printing and reproduction services shall comply with reference (d) and (f) when classified.

(5) Sponsoring codes shall fund all printing and reproduction services except those that fall under broad requirements contracts created at the discretion of Code 915.

(6) Sponsoring codes shall complete all applicable forms described in enclosures (1) through (5), including ring folios on copy or negatives and running sheets as directed by Code 915.

(7) For copyrighted material, sponsoring codes shall submit, as an attachment, the copyright owner's approval.

(8) Code 915 shall return all original artwork and negatives to the sponsoring code.

e. Microform Services

(1) Microform services shall comply with reference (d) and reference (f) when classified.

(2) Sponsoring codes shall limit microform conversions to long-term records.

(3) Sponsoring codes shall fund all microform services except those that fall under broad requirements contracts created at the discretion of Code 915.

(4) When requesting microform services, sponsoring codes shall complete enclosure (2).

(5) Microform reader and printer services are available through the Administrative Services Division, Code 915.

f. Film Processing Services

(1) All color film processing or slide production service requests without concurrent Office Service Request (OSR) will be held until the appropriate request is received in Code 915.

(2) In accordance with reference (g), routine field trip film processing shall be included in travel orders with a cap not to exceed \$50, unless a higher amount is specifically authorized by the Director.

(3) Color photograph and slide production shall be limited to situations when the lack of color would fail to illustrate a vital point. Color shall not be used as a decorative effect.

(4) Sponsoring codes shall review proof sheets before requesting photograph orders of undeveloped film that would exceed 36 in number or \$100 in cost without written approval by a Director. This will eliminate development of unusable photographs.

(5) All film processing shall comply with reference (d) and (f) when classified.

(6) Sponsoring codes may be required to fund film processing cost that do not fall under broad requirements contracts created at the discretion of Code 915. In addition, sponsoring codes may be required to fund the entire cost of film processing requests that exceed \$1,000 within a 60 day period at the discretion of Code 915.

(7) In accordance with the provisions of reference (e), sponsoring codes shall inform Code 915 within two workdays if completed contractor work does not conform with specifications. Otherwise, the work shall be presumed satisfactory and payment authorized.

g. Calligraphy Services

(1) Calligraphy shall be limited to name inscriptions on personnel award certificates without additional Director approval.

(2) Sponsoring codes shall fund their own calligraphy services except those that fall under broad requirements contracts created at the discretion of Code 915.

(3) Sponsoring codes shall complete an Office Service Request (OSR) described in enclosure (5) when requesting calligraphy service.

(4) In accordance with provisions of reference (e), sponsoring codes shall inform Code 915 within two workdays if completed contractor work does not conform with specifications. Otherwise, the work shall be presumed satisfactory and payment authorized.

5. Action. All Headquarters personnel shall follow the policies and procedures in this instruction for the subject services.

6. Forms. Enclosures (1) through (4) are available from Administrative Services Division, Code 915. Enclosure (5) should be processed through OSR representatives in each code.

B. F. MURPHY, JR.
Comptroller

Distribution:
NAVFAC Internal List 2

Stocked:
Code 915

GUIDELINES FOR PREPARATION OF DD FORM 283 Figure 1

NOTE NO CARBON PAPER NECESSARY

DEFENSE PRINTING SERVICE REQUISITION—SHORT FORM				ORIGINATOR Submit a report of work request to your Personnel and Logistics office for classification	
1 NAVFAC HQ Code 09M4				10 UNCLASSIFIED	
2 DELIVER TO J. Doe Hoffman II 12505 58511				11 REQUEST NUMBER JOB NUMBER	
3 RECEIVING OFFICE APPROVAL				12 DATE OF REQUEST DATE JOB REQUIRED	
4 PRESENTATION HANDOUT				12/10/82 12/14/82	
5 CUSTOMER				APPROPRIATION CHARGEABLE APPROPRIATION DATA JOB ORDER WORK CENTER	
6 PROCESS				FOR PLANT USE ONLY	
7					
8					
9					
DD FORM 283					

1. Use DD Form 283 to request all Defense Printing Service (DPS) Branch Plant reproduction. If more than 25,000 impressions per job (pages x copies), use of halftone artwork or trim sized paper larger than 11 x 17 inches, or microform conversions are required: fill out a DD Form 282 as shown in enclosure (2).

a. When using DD Form 283, submit seven copies. Code 09M13J cannot accept machine duplicated copies of the form. For larger jobs, contact 09M13J on a case-by-case basis. Running sheets shall accompany the DD Form 283 for reproduction at the DPS branch plant, as shown in enclosure (4). To complete DD Form 283, illustrated in Figure 1, follow these steps:

1. Enter "NAVFAC" and code of requestor.
2. Enter name, building, room number, and telephone number of requester.
3. Enter signature of program coordinator and initials of Deputy or Assistant Commander if a premium service charge is requested. Code 09M13J shall sign in the space designated for liaison office approval.
4. Enter title of attached material.
5. Check "offset."
6. Enter number of copies required and number of pages submitted.
7. Enter paper size required.
8. Enter margins required for printed copy.
9. Use this space for additional instructions. For example, indicate paper weight and paper stock, assembly instructions, staple position, etc.
10. Enter classification of attached material, or "unclassified."
11. Enter date of request and date material required. This is a request for delivery, subject to negotiation by Code 09M13J with the Defense Printing Service or contractors and approval of a Deputy, Assistant Commander or Code 09M13J if extra costs are involved.
12. Enter full appropriation data including job order number and work center code, initialed by Program Coordinator.

b. If the DPS Branch plant cannot accommodate a particular request, Code 09M13J shall advise the sponsoring code to submit the work on DD Form 282.

2. When requesting Manuscript Preparation service on DD Form 283, submit two copies. Services include disk input, proofreading, formatting, composition, artwork preparation, duplicate drawing preparation, etc.

a. Fill in blocks 1, 2, 3, 4, and 10, and 11 and 12 as in above.

b. In block 9, "Request for Manuscript Preparation," state the requirement as fully as possible in accordance with provisions of this instruction. Use additional paper as required.

3. When requesting Film Processing or Calligraphy service on DD Form 283, submit two copies.

c. Fill in blocks 1, 2, 3, 4, 10 and 11 as in above.

d. In block 9, indicate what is requested in accordance with provisions of this instruction.

ENCLOSURE (1)

DOD PRINTING REQUISITION/ORDER		CLASSIFICATION (Requisition automatically becomes UNCL when detached from classified material)		PLANT JOB NUMBER	
REQUISITION NO		DATE OF REQUEST		SCHEDULED COMPLETION DATE	
10/30/82		10/30/82		ESTIMATED COST	
FOR REFERENCE CONSULT		PHONE		ESTIMATED COST	
Appropriation & Subhead		Object Class	Bureau Control No	Sub-alloc	Authorization Act & Act'y
Trans Type		Property Act & Act'y	Cost Code		FUNDING AUTHORIZATION
BASIC RECON NO		AMOUNT			
Appropriation Data, Job Order and Work Center Code					
FORM PUBLICATION NO AND TITLE (in that order)					
NavFac P-717, Maintenance Handbook					
QTY (Specify this sets etc)	PAGES	QTY. WILL LAST	JOB TO BE REPRINTED	JOB IS	LAST JOB NO
1,500	86	MOS	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> A RE-PRINT	
ENCLOSURES (Submit clean, well protected copy)			PROOFS (Specify only if necessary)		
PAGES			NOT SEND TO:		
COPIES			TO:		
MEGA TIVES			PLATES		
FINISHED SIZE			MARGINS (Top)		
8 1/2" x 11"			(Left/Bind)		
FOLD TO (Size)			INK (if not black)		
X			PRINT		
<input type="checkbox"/> ONE SIDE			<input type="checkbox"/> HEAD TO HEAD <input type="checkbox"/> HEAD TO FOOT		
<input type="checkbox"/> OTHER (SEE COPY ATTACHED)			<input type="checkbox"/> OTHER (Specify)		
ASSEMBLE			WIRE STITCH (Single)		
<input type="checkbox"/> IN SETS <input type="checkbox"/> PAGE SEQ			Number Stitches		
<input type="checkbox"/> UPPER LEFT <input type="checkbox"/> TOP			<input type="checkbox"/> OTHER (Specify)		
STANDARD PUNCH (Drill)			OTHER (Number) (Diameter) (Ctr to ctr) (Location)		
<input type="checkbox"/> 2-HOLE TOP <input checked="" type="checkbox"/> 3-HOLE LEFT					
PERFORATE/SCORE			PAD (Location)		
<input type="checkbox"/> SEE COPY			SHTS SETS <input type="checkbox"/> TOP <input type="checkbox"/> LEFT		
COMPOSING/PROCESSING (Prepare/alter copy, layout, offset, etc)			PRONG FASTENERS		
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
WRAP (no per pag)			DEPOSITION OF		
			H-HOLD D-DESTROY R-RETURN		
FOR PLANT USE ONLY					
NUMBER ORIG		LINE M T			
IMAGE SIZE		X			
PRESS	PLATES	IMP			
PRESS SHEET SIZE		X			
TRIM SIZE		X			
PLANNED BY					
ORDERING OFFICE (if other than delivery address)					
LIAISON OFFICE APPROVAL (Signature and date)					
APPROVING OFFICE (Signature and date)					
SEND CONFIRMATION BILLING COPY TO (insert complete mailing address)					
DELIVER TO (complete address)					
MATERIAL RECEIVED (Signature and date)					
SPECIAL INSTRUCTIONS/REMARKS					
SERIAL NUMBERING, REGISTRATION, ETC					

Use the DD Form 282 for the following cases:

- a. Printing that normally exceeds the in-house limit of 25,000 impressions per job, and/or shore activity mailing and distribution.
- b. Use of color inks, requirements for special paper and tabs, handling photographs (halftones) and related artwork, and paper larger than 11 x 17" trim size.
- c. Production by microfiche, etc.

1. Procedures. (Fill in light areas only.)

- a. The Defense Printing Service, Pentagon requires folio numbers on manuscript pages and running sheets in accordance with enclosure (4).
 - 1. Enter classification of attached material, or "unclassified."
 - 2. Enter date of request.
 - 3. Enter appropriate data, job order and work center code.
 - 4. Enter title and publication/form number.
 - 5. Enter number of copies required.
 - 6. Enter number of pages.
 - 7. Indicate status of material.
 - 8. Enter paper trim size, for example, (8 1/2" x 11").
 - 9. Enter punching instructions and specifications, if required.
 - 10. Enter code of requestor, signature of program coordinator, and initials of Deputy or Assistant Commander or Code 09M13 if premium service is requested. Code 09M13J shall sign in the space designated for liaison office and approving office approvals.
- b. Material shall contain error free copy without strike-overs or visible corrections.

ENCLOSURE (2)

Standard Form 64 (Rev. July 1973)
Prescribed by GPO
Title 44 of the U.S. Code, Chapter 35, § 101

Use the Standard Form 1 for: Manual printing, Specialized Forms and other complex printing jobs.

1. Procedures

a. Fill in light areas only.

1. Enter "NAVFAC."
2. Enter date of request.
3. Enter appropriation data, initialed by Program Coordinator and Deputy or Assistant Commander if premium service is requested.
4. Enter title of material.
5. Enter Publication/Form number, as appropriate.
6. Enter quantities required.
7. Indicate finished product.
8. Enter classification of attached material, or "unclassified."
9. Enter final trim size of paper.
10. Enter number of pages.
11. Enter punching specifications for holes, if required.

b. Material submitted shall contain error free copy without strike-overs or visible corrections.

ENCLOSURE (3)

PUBLICATIONS RUNNING SHEET DPS 5603/1 (3-73)

FOR PRINT USE ONLY

JOB NO.

SHEET NO. 1 of 1

NOTE: Publications requiring separate covers start with cover portion. Publications requiring self cover start with folio 1.

FRONT COVER	Cover-1	INSIDE FRONT COVER	Blank	INSIDE BACK COVER	Blank	BACK COVER	Blank
TRUE FOLIOS (Face Pages)	PRINTED FOLIOS/Page numbers			TRUE FOLIOS (Back Pages)	PRINTED FOLIOS/Page numbers		
1	i			2	ii		
3	iii			4	Blank		
5	v			6	vi		
7	1-1			8	1-2		
9	1-3			10	1-4		
11	1-5			12	1-6		
13	1-7			14	1-8		
15	1-9			16	Blank		
17	2-1			18	2-2		
19	2-3			20	2-4		
21	2-5			22	2-6		
23	3-1			24	3-2		
25	3-3			26	3-4		
27	3-5			28	3-6		
29	3-7			30	3-8		
31	4-1			32	4-2		
33	4-3			34	4-4		
35	4-5			36	4-6		
37	4-7			38	Blank		
39	Reference - 1			40	Blank		
41	A-1			42	A-2		
43	A-3			44	Blank		
45	B-1			46	B-2		
47	Index-1			48	Index-2		
49	/			50			

GUIDELINES FOR PREPARATION OF PUBLICATIONS RUNNING SHEETS AND CIRCLE FOLIOS

1. Publication Running Sheet

- a. Material submitted for printing or reproduction is not always numbered from the first to the last page. Many documents contain combinations of numbers, arabic numerals, alphabetical characters, or no page numbers. Variation in page identification creates a need for a printers guide, called a publication running sheet, (DPS Form 5603/1, Figure 4).
- b. A properly annotated publication running sheet shall be furnished with the material to be printed to assure that all material is printed in the proper sequence.
- c. To reduce the chance of printing error, take the page identification from the camera ready copy and write that identification symbol (number, arabic or alphabetical) on the publication running sheet opposite the true folio number. Do not use words or lines of text material unless numbers cannot be assigned to the material.
- d. A sample publication running sheet is shown as Figure 4 for the first 50 true folio pages. For documents that exceed 50 true folios, DPS Forms, 5603/2, 5603/3, 5603/4, shall be used.

2. Circle Folios

- a. In conjunction with the publication running sheet, true circle folios are used by the printer as guides for assembling a publication in the proper page order.
- b. Definitions
 - (1) Page. One side, printed or blank, of a sheet of paper (Blank pages are assigned a true folio number).
 - (2) Page Number. The numeral, character, or the combination of both, that is printed on the page for identification.
 - (3) True Circle Folio Number. The written, consecutive number on a page scheduled to be printed, but not shown when printed.
- c. The true circle folio number shall be written by the requestor at the bottom center of each page to be printed as close to the page number as possible. The true folio number shall be circled. The true circle folio number for every blank page shall be written on the page of copy preceding the intended blank page. (Example: If folio 2 is to be blank, page 1 should be folioed in this manner: 1 2 BLANK). See Figure 4 for usage with the publication running sheet.
- d. When submitting revised documents for reprinting, old folio numbers shall be deleted before adding new ones. When negatives are submitted along with, or in place of a reproducible copy, they also shall be circle folioed. This may be accomplished by applying a pressure sensitive label to the negative and writing the correct folio number on it.

e. Any document of more than two pages in length that is submitted to Defense Printing Service, Pentagon for printing shall be circle folioed. CIRCLE FOLIOS SHALL BE IN VERY DARK LEAD PENCIL, BLACK BALL POINT PEN, OR BLACK FELT TIP PEN. Circle folios will not show on the finished product because they are deleted in the negative stripping process.

f. Any document of more than two pages in length which is submitted to the Defense Printing Service, Branch Plant for DUPLICATION may require circle folios. CIRCLE FOLIOS SHALL BE IN NON-REPRODUCIBLE LIGHT BLUE PENCIL. Circle folios will not show on the finished product because the "NON-REPRO" BLUE PENCIL WILL NOT REPRODUCE WHEN DUPLICATING IS USED.

ENCLOSURE (4)

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6) Type of Request: _____ 7) Source: _____

12) Remarks:

Authorized Signature: _____

All requests for services (film processing), supplies, renovations, etc., will be submitted using the OSR LAN format in order to be processed.

1) - 5) Automatically filled in by the designated OSR LAN users within the Command.

6) & 7) Code 915 selects the appropriate Type of Request (6) and Source (7).

8) "Description" - Type the description of each item so that the action officer will be able to order the item expeditiously. 80 characters per item is allowed and the program will automatically number the items. Vague descriptions, missing measurements, sized, colors, etc., causes added processing time to the request. Remember, the action officer is only looking at your description to place the order. They may not visualize the same project as you if information is missing. If you have back up material like ordering blanks or pictures, please send up separately and not this in the remarks section.

9) "Catalog and Stock No." It is not necessary for you to complete this block unless you know the information. But if you know it, by all means add it to the order. It will save processing time. Do not enter any catalog numbers with identifying the name of the catalog. Order numbers and stock numbers vary.

10) "Price" Price must be entered if you entered catalog information. It is assumed that if you had the catalog number available to you, the price was right beside it. If you do order an item (forms, for example, and have the stock number but no price, you must enter your best guess. If you leave catalog/stock number blank, you can still enter the price or leave it blank.

11) "Quantity" Quantity is required information. If you have a description, quantity must be entered or the program will not move on. This is to prevent the user from leaving it off and assist all with efficient processing time.

12) "Remarks" Your justifications go here. The remarks section is also for any other descriptions, details, or info you want to provide regarding your request.

ENCLOSURE (5)